



AV & Technology Manager Job Posting

This position can be part-time or full-time based on the needs of the applicant in conversation with the supervisor about coverage of responsibilities listed below.

We are looking for someone with a solid working knowledge of event-based audio, visual, and lighting services, knowledge of computer networking and cloud services, and general troubleshooting skills.

What you will be doing

The Audio-Visual and Technology Manager role is to support the Production team in the setting up, striking, troubleshooting, and running of lighting, audio, and video equipment for church worship services as well as special events that are held on the church campus. This role will require a flexible schedule where the manager may need to work flexible shifts, potentially longer hours on selected weeks, and weekends as needed to support scheduled events. It is expected that the person in this position would manage a team of part-time techs and schedule them as needed for special events. Additionally, the role includes responsibility for purchasing, setup, and troubleshooting of computers for church staff and volunteers.

Qualifications (required)

1. Two or more years of A/V / live sound experience
2. Knowledge and experience in MS Office applications, Windows, and Mac operating systems
3. Ability to think critically and logically
4. Must be able to keep calm demeanor in a potentially stressful environment
5. Must be able to work in a multicultural environment
6. Willingness to learn new programs
7. Commitment and ability to work a flexible schedule, long hours, weekends, and provide assistance to other departments as needed.
8. Set up laptop presentation with a switcher
9. Ability to lift at least 50 lbs. safely
10. Ability to pass a background check

Qualifications (preferred)

- Technical degree or Bachelor's degree
- Knowledge of troubleshooting technical issues and finding solutions
- Customer service skills
- Knowledge in handling events and talking to clients
- Wireless microphones and frequency distribution
- Familiarity with PowerPoint, Keynote, Propresenter (training can be provided)
- Familiarity with digital video standards: HDSDI, HDMI, DVI, Fiber Converter



- Recorded audio mixing experience
- Knowledge of event/stage lighting fixtures

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth, passion for God, and continued growing in the Lord.
2. Model biblical integrity in all things. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Support a multi-staff and multi-cultural team ministry.
5. Understand and be willing to submit to Village’s Doctrinal Statement, Church Covenant, Mission Statement, Position Statements, and Policies.

Weekly Job Responsibilities

1. Purchasing of equipment as needed for staff and production support (computers, accessories, microphones, audio equipment, etc.)
2. Review, approve, and schedule techs for special events
3. Provide support for staff computer issues such as internet connectivity, cloud services management, email accounts, and printers
4. Work with third party providers for phone and printer issues as needed
5. Provide setup of band equipment and live sound audio mixing of regularly scheduled band rehearsals
6. Provide setup of band equipment, video, lighting and provide live sound mixing for Sunday church services
7. Prepare to turn in monthly expense reports for all expenditures
8. Repair equipment as needed (or facilitate repairs via third party repair centers)
9. Provide audio leveling and equalization for pre-recorded videos
10. Research and price upgrades for audio and video equipment
11. Work with ministry leaders for special technology needs such as translation devices

To apply, submit cover letter and resume to ben+hiring@villagebeaverton.com